

# C. I. G. Administrative Instructions

Approved For Release 2001/06/02 : CIA-RDP81-00728R000100010036-4

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1 of 1

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

8 August 1950

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SUBJECT: Procurement and Retention by CIA of Employees Who Are in or Subject to Active Military Service.

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REFERENCE: CIA Notice [REDACTED] dated 2 August 1950.

1. Reference Notice contains information and procedures for handling subject cases involving retention of employees on CIA rolls in any capacity, both overt and covert, except consultants.

2. Additional subject cases requiring action are:

a. Prospective employees tentatively accepted and in process for civilian employment.

b. Prospective employees not yet tentatively accepted whose applications have not been placed in process. This category includes individuals the need for whose services does not presently exist but is anticipated within the foreseeable future.

c. All categories of consultants.

d. Active military personnel in excess of current authorization by the Secretary of Defense. This category includes any special military units which may be required for activation and staffing for CIA use and civilian individuals, whether or not now on CIA rolls, whose duty assignments require active military status.

3. Policies:

a. Regular members of the Armed Services on active duty will normally be released from CIA for active military service upon the request of the military department concerned. Such requests will not be denied under any circumstances without the prior written authorization of the Director or the Executive.

b. Normally, no request will be made for the deferment from active military service of any consultant. If the services of a consultant are so vital as to justify

-1-

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deferment, he should be given full CIA employment status not in a consultant capacity. Deferment will not be requested under any circumstances without the prior written authorization of the Director or the Executive.

c. Normally, no request will be made for the deferment from active military service of any outside individual or group of individuals based on engagement in external research or other activities for or on behalf of CIA. Such requests will not be made under any circumstances without the prior written authorization of the Director or the Executive.

d. Each CIA civilian employee eligible and requested by proper authority for active military service, who can be adequately replaced, will be released for active military service immediately upon the availability of a properly trained and competent replacement. As overlap periods for understudy and CIA training purposes will often be essential in such cases authority is granted to fill specific single positions with two individuals for this purpose when considered justifiable by the Personnel Director.

e. The only basis for requests by this Agency for deferment of any individual from active military service will be the demonstrated fact that the services of such an individual are essential to the successful accomplishment of the CIA mission. Any effort to use Agency deferment privileges for personal reasons, favoritism to either employees or others or for any other reason than that stated in the foregoing sentence, will result in the instant dismissal from CIA of all concerned in such effort.

4. All requests for action involving categories listed in paragraph 2, above, will be made by appropriate Assistant Directors and Staff Chiefs to the Personnel Director. The Personnel Director is charged with direct responsibility for and overall supervision over all matters covered in this Instruction. He will utilize as he sees fit the established Agency administrative channels and facilities to carry out his responsibilities.

5. Contact and liaison control points have been established in the Office of the Director of the Selective Service System and the Office of the Secretary of Defense to handle all matters covered by this Instruction. Within CIA the exclusive liaison authority and responsibility for contact with those control points is vested solely in the Executive, the Deputy Executive and the Personnel Director, and those officials constitute the only authorized channel for all CIA activities for dealing with the Selective Service System and the Department of Defense in connection with such matters.

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R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

8 August 1950

SUBJECT: Procurement and Retention by CIA of Employees Who Are in or  
Subject to Active Military Service.

REFERENCE: CIA Notice [REDACTED] dated 2 August 1950.

1. Reference Notice contains information and procedures for handling subject cases involving retention of employees on CIA rolls in any capacity, both overt and covert, except consultants.

2. Additional subject cases requiring action are:

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b. Prospective employees not yet tentatively accepted whose applications have not been placed in process. This category includes individuals the need for whose services does not presently exist but is anticipated within the foreseeable future.

c. All categories of consultants:

d. Active military personnel in excess of current authorization by the Secretary of Defense. This category includes any special military units which may be required for activation and staffing for CIA use and civilian individuals, whether or not now on CIA rolls, whose duty assignments require active military status.

3. Policies:

a. Regular members of the Armed Services on active duty will normally be released from CIA for active military service upon the request of the military department concerned. Such requests will not be denied under any circumstances without the prior written authorization of the Director or the Executive.

b. Normally, no request will be made for the deferment from active military service of any consultant. If the services of a consultant are so vital as to justify

-1-

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deferment, he should be given full CIA employment status not in a consultant capacity. Deferment will not be requested under any circumstances without the prior written authorization of the Director or the Executive.

c. Normally, no request will be made for the deferment from active military service of any outside individual or group of individuals based on engagement in external research or other activities for or on behalf of CIA. Such requests will not be made under any circumstances without the prior written authorization of the Director or the Executive.

d. Each CIA civilian employee eligible and requested by proper authority for active military service, who can be adequately replaced, will be released for active military service immediately upon the availability of a properly trained and competent replacement. As overlap periods for understudy and CIA training purposes will often be essential in such cases authority is granted to fill specific single positions with two individuals for this purpose when considered justifiable by the Personnel Director.

e. The only basis for requests by this Agency for deferment of any individual from active military service will be the demonstrated fact that the services of such an individual are essential to the successful accomplishment of the CIA mission. Any effort to use Agency deferment privileges for personal reasons, favoritism to either employees or others or for any other reason than that stated in the foregoing sentence, will result in the instant dismissal from CIA of all concerned in such effort.

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R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

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-3-

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TO		INITIALS	DATE
1	Director	RMY	8/8/50
2	Chief, Repul Br, Services Dir		8-10-50
3	Brig. Staff		
4	South (144)		
5			

FROM		INITIALS	DATE
1	Acting Executive	DS	7 Aug
2			
3			

<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input checked="" type="checkbox"/> SIGNATURE
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input checked="" type="checkbox"/> FILE

REMARKS: This instruction will provide necessary mechanisms to handle all deferment and related matters. Emphasis is placed on liaison control due to expressed desire by both OSD and Selective Service people that they will not have to deal with anyone except through a single control point. To existing offices and Personnel Director are requested to advise for this purpose.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4  
SEP 1947



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*Hold until  
letter is received.  
Stenciled signed by  
DCI on 8 August.  
WZ*

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ADMINISTRATIVE INSTRUCTIONS

Subject: Procurement and Retention by CIA of ~~██████████~~ Employees Who  
Are <sup>in or</sup> Subject to Active Military Service.

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Reference: CIA Notice ~~██████████~~ dated 2 August 1950.

Executive Registry  
1-1929

1. Reference Notice contains information and procedures for handling subject cases involving retention of employees on CIA rolls in any capacity, both overt and covert, except consultants.

2. Additional <sup>subject cases</sup> ~~categories~~ requiring action are:

- a. Prospective employees tentatively accepted and in process for civilian employment.
- b. Prospective employees not yet tentatively accepted whose applications have not been placed in process. This category includes individuals the need for whose services does not presently exist but is anticipated within the foreseeable future.
- c. All categories of consultants.
- d. ~~Individuals in excess of current authorization by the Secretary of Defense.~~ Active military personnel in excess of current authorization by the Secretary of Defense. This category includes any special military units which may be required for activation and staffing for CIA use, whether or not now on CIA rolls, and civilian individuals, whose duty assignments require active military status.

3. Policies:

- a. (Military personnel who are active/Regular members of the Armed

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on active duty

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Services will normally be released from CIA (for active military service) upon the request of the military department concerned.

such Request (for release of individuals in this category) will not be denied under any circumstances without the prior written authorization of the Director or the Executive.

b. Normally, no request will be made for the deferment from active military service of any consultant. If the services of a consultant are so vital as to justify (a request for such) deferment, he should be given full CIA employment status not in a consultant capacity. (Such request for <sup>under these circumstances:</sup> deferment will not be made <sup>required</sup> under any circumstances without the prior written authorization of the Director or the Executive.

c. Normally, no request will be made for the deferment from active military service of any outside individual or group of individuals based on engagement in external research or other activities for or on behalf of CIA. Such requests (for deferment) will not be made under any circumstances without the prior written authorization of the Director or the Executive.

d. Each CIA civilian employee, eligible and requested by proper authority for active military service, who can be adequately replaced, will be released for active military service immediately upon the availability of a properly trained and competent replacement. As overlap periods for understudy and CIA training purposes will often be essential in such cases authority is granted to fill specific single positions with two individuals for this purpose when considered justifiable by the Personnel Director.

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